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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

U. S. Department of Agriculture

February 9, 1943

DIRECTOR'S MEMORANDUM NO. 34

Supplement 1

Overtime

Section 1 of Executive Order No. 9289, dated December 26, 1942, provides that employees should be requested to work in excess of the officially established hours of duty only if such additional work is required by an authorized representative of the head of the department. Pursuant to this Section, the Secretary has instructed the Director of the Food Distribution Administration to designate a person or persons with authority to require such additional overtime work and to authorize payment for it.

It is the policy of the Food Distribution Administration that there shall be no overtime work beyond 48 hours a week, except in cases of extreme urgency. No additional funds can be made available for the payment for such overtime work and consequently, these payments will have to be absorbed within the present allocation of funds.

For such emergency situations, the Chiefs of the various Branches and Divisions in Washington, D. C., and the Regional Administrators for their respective territories are hereby designated as the officials of the Administration authorized to require overtime work beyond 48 hours a week.

This memorandum is implemented by Personnel Division Memorandum No. 14 outlining the procedure to be followed.

Roy F. Hendrickson

Director

